

Community Self Reliance Centre

Job Description



Position	Monitoring, Evaluation, Accountability, and Learning (MEAL) Coordinator
Supervisor/Principal Evaluator	1. Knowledge Management and Communication Coordinator 2. Program Coordinator
Duty Location	Bhumighar, Kathmandu
Period	15 April 2026 to 31 Dec 2026 (Possibility to extend based on performance)

1. Background and Purpose of the Position

Community Self Reliance Centre (CSRC) is a social organization facilitating the land and agrarian rights campaign for over three decades. Through this time, CSRC has worked to organize and raise consciousness amongst those deprived of land rights, build public opinion in favor of progressive land reform, and conduct action research related to land and agrarian issues. Since 2015, CSRC has been working to strengthen community resilience by empowering local groups, supporting sustainable practices, and enhancing preparedness for social, economic, and environmental challenges.

PRATIBADDHA-III focuses on strengthening provincial, local government, and at-risk communities' capacities for disaster preparedness and early action, aiming to reduce hazards and enhance community resilience

CSRC has created a position for Monitoring, Evaluation, Accountability, and Learning (MEAL) Coordinator to ensure the effective implementation of monitoring, evaluation, and accountability processes within its programs. The MEAL Coordinator will collaborate closely with the program team to enhance the quality of program implementation through the effective use of MEAL tools and approaches. This role requires strong analytical and writing skills, attention to detail, and a dedication to inclusivity and community engagement.

More specifically, s/he will be responsible for the following tasks:

A. MEAL Planning and Systematic Implementation

- Develop and implement the program's MEAL plan in alignment with program objectives and predefined indicators.
- Maintain a comprehensive system to ensure the quality, accuracy, consistency, and timely availability of data.
- Conduct program surveys, including baseline, mid-term, and end-line assessments, and prepare analytical reports.
- Analyse quantitative and qualitative data using appropriate statistical and analytical methods to assess program outcomes and impact.

B. Monitoring and Evaluation

- Facilitate monthly program review meetings to monitor progress against targets set in the plan.
- Facilitate participatory review and reflection sessions to promote adaptive management and learning.
- Conduct regular field visits to monitor the program, verify data quality, and prepare timely monitoring reports with actionable feedback.
- Conduct post-distribution monitoring (PDM) and real-time monitoring of program interventions.
- Coordinate with partner organizations, government agencies, and community stakeholders to align monitoring and evaluation efforts.

- Monitor program activities, outputs, and outcomes against defined indicators and identify implementation challenges.

C. Learning, Documentation, Reporting, and Capacity Building

- Document lessons learned, success stories, and best practices from program implementation, and develop case studies and policy briefs.
- Prepare timely and comprehensive MEAL reports, including monthly, quarterly, annual, and event reports for internal learning and external reporting requirements.
- Support the program team in developing activity reports, case stories, blogs, and social media content.
- Prepare quarterly data analysis reports and share findings and recommendations with the program and consortium teams.
- Support field-level quality assurance of program activities and ensure effective implementation of the Community Feedback and Response Mechanism (CFRM).

D. Integration of Cross-Cutting Issues

- Ensure gender-sensitive, inclusive, and equitable approaches are integrated into all MEAL activities.
- Contribute to the organizational vision, mission, goals, and core values of the organization as an active team member.

2. Key Performance Indicators

- **Timely and quality reporting:** Ensure monthly, quarterly, half-yearly, and annual program reports are prepared and submitted on time with accurate, verified data, analysis, and actionable recommendations.
- **Effective monitoring and results tracking:** Maintain and regularly update program indicator tracking systems to monitor outputs, outcomes, and impacts, ensuring reliable data for decision-making.
- **Capacity strengthening and quality documentation:** Build the capacity of program staff on MEAL, reporting, and documentation, resulting in the regular production of high-quality case stories, success stories, and activity reports.
- **Communication and visibility:** Develop and disseminate program communication materials, including case stories, briefs, and social media content, in line with organizational communication standards and timelines.

3. Preferred Qualifications and Experiences

- Master's degree in social sciences, statistics, or a related field, along with minimum 3 years of related work experience.
- Demonstrated experience in monitoring and evaluation roles, preferably within the development sector.
- Strong understanding of monitoring and evaluation concepts, frameworks, and methodologies.
- Proficiency in both quantitative and qualitative data analysis techniques and tools.
- Excellent analytical, critical thinking, and problem-solving skills.
- Strong interpersonal skills and the ability to work collaboratively in multicultural environments.